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State of Vermont  
Vermont Department of Education  
120 State Street  
Montpelier, VT 05620-2501

## MEMORANDUM

TO: Elementary, Middle and High School Principals  
FROM: Gail Taylor, Standards and Assessments Division Director  
Michael Hock, Director of Educational Assessment  
RE: **NECAP Science Testing for Grades 4, 8, and 11**  
DATE: March 15, 2010

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### **2010 NECAP Science test administration window**

The administration window for this year's New England Common Assessment Program (NECAP) Science tests is **May 10–27, 2010**. All Vermont students in grades 4, 8, and 11, including publicly funded students attending private independent schools, should participate unless a student qualifies for alternate assessment or an exemption for medical reasons, family emergency, or personal crisis. Each school is responsible for creating its own testing schedule but should consider religious holidays and/or local events that may impact students' ability to participate. Schools should plan on make-up test sessions at the end of the assessment window for students who miss testing for any reason, including absences for religious holidays. The initial shipment of 2010 NECAP Science Test Materials will be delivered to schools the week of April 26. **Note to grade 8 schools:** this year's inquiry task contains a hands-on experiment that includes water. Schools will need to provide tap water for the experiment. Please have all assessment materials packed and ready for UPS pick-up on **Friday, May 28 at 8:00 AM**.

### **Ordering additional labels**

Schools will receive pre-printed test booklet labels for all students who were designated as 4<sup>th</sup>, 8<sup>th</sup> or 11<sup>th</sup> grade students in the fall 2009 student census. Once you have received your materials you will be able to order labels for new students from the Measured Progress website (<http://iservices.measuredprogress.org>). Ordering instructions and a website password will be included in each school's test shipment. The last day to order additional labels will be **May 7**. Labels will be shipped to schools about a week later.

### **2010 NECAP Science test administration workshops**

The Vermont Department of Education and Measured Progress will be hosting five half-day, face-to-face workshops for principals and test coordinators covering all facets of the science test administration. Dates, times, locations, and registration instructions for the science workshops are included on the next page.

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**2010 NECAP Science Workshops**

<b>Date</b>	<b>Time</b>	<b>Format</b>	<b>Location</b>	<b>Seating Capacity</b>
4/28	9:00 – 11:30 a.m.	Face-to-Face	Hampton Inn – Colchester	100
4/28	1:00 – 3:30 p.m.	Face-to-Face	Capitol Plaza – Montpelier	100
4/29	9:00 – 11:30 a.m.	Face-to-Face	Comfort Inn – St. Johnsbury	75
4/30	9:00 – 11:30 a.m.	Face-to-Face	Grand Resort Hotel – Killington	75
5/4	9:00 – 11:30 a.m.	Face-to-Face	Mt. Snow Grand Summit Hotel – West Dover	50

- To register for a workshop, go online to <http://iregister.measuredprogress.org>.
- At the welcome page, select New England Common Assessment Program and follow the link to the workshop you want to attend.
- You will see additional information on this page including a brief description of the workshop and driving directions.
- You will be asked to provide basic contact information. Once you have completed all of the required fields, click on “Register”.
- You will then see a confirmation page. Please print this confirmation page, as it is the only confirmation you will receive.

If you have any questions or you need to cancel or change your reservation, please contact the NECAP Service Center at 1-877-632-7774 for assistance.